

## ILTON PARISH COUNCIL

### Minutes of the Annual Meeting of Ilton Parish Council held in Merryfield Hall on Tuesday 8th May 2014

#### 2014/70 Attendance and Apologies

Those present:	Apologies	In Attendance
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Mr D Amor (Chair)  
Mr L Hart (Vice Chair)  
Mrs K Board  
Mrs R Burt  
Mr G Mackenzie-Green  
Mrs P Matravers  
Mr D Mico  
Mr I Sherwood  
Mr L Trahar  
Mr C L Hardy (County Councillor)  
Mrs S Steele (District Councillor)  
Mrs S Morley (Clerk)

#### 2014/71 Election of the Chair of the Parish Council

Mr Hart proposed Mr Amor as Chair of the Council, Mrs Board seconded the proposal. There were no more nominations and Mr Amor was duly elected Chair of the Parish Council.

#### 2014/72 Declaration of Acceptance of office by the Chair

Mr Amor signed the Declaration of Acceptance as Chair of the Parish Council.

#### 2014/73 Election of the Vice Chair of the Parish Council

Mrs Burt proposed Mr Hart as Vice Chair of the Council, Mrs Board seconded the proposal. There were no more nominations and Mr Hart was duly elected Vice Chair of the Parish Council.

#### 2014/74 Review of individual areas of responsibility

Individual areas of responsibility for Councillors were agreed as follows:

Mr Amor	Chair, Ilton Talking, Website
Mr Hart	Vice Chair, Recreation Field, Housing
Mrs Board	Youth Club, Recreation Field
Mrs Burt	Planning, Highways, Strimmer
Mr McKenzie-Green	Footpaths, Brook Green
Mrs Matravers	Parish Environmental Warden (PEW), Tree Warden, Cemetery, Churchyard
Mr Mico	Footpaths, Brook Green
Mr Sherwood	Neighbourhood Watch, Recreation Field, Traffic, School, Cemetery
Mr Trahar	Village Hall, Website, Churchyard

**2014/75      Review of Standing Orders, Financial Regulations & Statement of Risk.**

New model Financial Regulations have been produced to take account of internet banking but as the Council are not changing their financial practices no amendments to the existing Financial Regulations were proposed. No amendments were proposed to the Standing Orders or Statement of Risk.

**2014/76      Review Inventory of Land and Assets held by the Council**

The value of assets is shown in the accounts with the current insurance value. Land was given either a nil value or the rateable value. Some amendments were made including the addition of the new roundabout.

**2014/77      Review Insurance Cover**

The insurance value of equipment in the Recreation Ground needs to be updated to take account of the new roundabout. It was requested that quotes are sought from several insurers before the insurance is due in 2015. **ACTION - The Clerk**

**2014/78      Review membership of other bodies**

Currently the Parish Council subscribes to SALC and Somerset Playing Fields. It was agreed to make no changes.

**2014/79      Publication Scheme**

The model Publication Scheme produced by the Information Commissioner's Office was formally agreed and adopted.

The Guide to Information Published was discussed. Much of the information which is published can be included on the website in pdf format for people to download and print. It was agreed to set a realistic charge for documents in hard copy of a £5 administration fee plus 12p per printed sheet plus postage. Email copies will be subject to the administration fee only. **ACTION - The Clerk**

**2014/80      Dates and times of ordinary Council meetings for the year ahead**

Councillors agreed to continue to meet on the second Tuesday of every month with the exception of August when there will be no meeting. Dates were circulated.

**2014/81      Minutes of meeting held on Tuesday 8th April 2014**

The minutes of the last Ordinary Meeting were agreed and signed.

**2014/82      Matters arising from the minutes and any subsequent action taken or to be taken**

Minute 2014/52(e) - Deeds collected from Baker & Duke - Advice has been received from SSDC that the District Council could register the land for around £250 to £300. Registration would make dealing with the land easier but it is not necessary to do it. Councillors decided not to register the land at this time and to redeposit the original deeds with Broomhead & Saul in Ilminster who will not charge for this service. **ACTION - The Clerk**

Minute 2014/65 - Planters - It was agreed to mark out an area by the seat at Merryfield Lane to decide on the correct size of planter which will then be ordered along with compost and gravel. It was agreed to set up just the one planter initially.

**ACTION - Footpaths / Highways Officers**

## 2014/83 Highways

- (a) Closure of Ilminster Road at The Beacon - Various reports have been received of when the road is likely to be reopened. It is causing a great deal of disruption to Ilton residents and has increased the traffic along Cad Road. The County Councillor was asked to request an update. **ACTION - County Councillor**
- (b) Flooding at the Old Railway Bridge - This cannot be done while the Ilminster Road is closed because of the need to close the road while the work is in progress. If work is not completed before winter it could mean more flooding if there is heavy rain.
- (c) Summary of road work required - The County Councillor is chasing a long list of road works which are required throughout his whole area.
- (d) Speed of traffic along Cad Road - This is much worse now that the Ilminster road is closed and the volume of traffic is much greater. Discussions have been had with Highways to see if speed limits or a footpath can be put in place. Discussions have also been had with the Police about a speed reduction. Councillors were asked to record all near misses and advise the Police. **ACTION - All Councillors**
- (e) SID Results for April - The latest SID results for Church Road and the junction with Penny's Mead / Spurwells have been received. These show that the majority of traffic is travelling at or below 30 mph, a significant amount of traffic is travelling at between 30 and 40 mph and some traffic is exceeding 50 mph.

## 2014/84 Brook Green

- (a) Bug Farm at Brook Green - Ilton County Councillor presented a cheque for £350 from the Health & Wellbeing Fund for the proposed Bug Farm. The Parish Council will hold this money on behalf of the group.
- (b) Removal of Dead and Overcrowded Trees - 25 - 30 trees have been taken out.
- (c) Wheelchair Access - It was found that Brook Green is not accessible to a disabled resident by wheelchair. The Council's contractor was available to do the necessary work. On the basis that the Council has a duty to ensure that disabled people can access community facilities provided it is within their power to do so, the Clerk authorised emergency expenditure of £300 under sections 3.4, 10.3 and 11.1(a)(iii-iv) of the Financial Regulations so that work could be carried out immediately. The Chairman agreed that the work should go ahead. The work has now been completed and photographs were circulated showing the finished job.
- (d) Grass cutting - A Councillor reported that the contractors had not cut the grass between trees and that a stone pillar had been knocked over. It was suggested that arrangements are made to meet the supervisor at Brook Green to discuss the problem. The stone pillar will need to be re-instated. **ACTION - Brook Green Officer**
- (e) Ditch - This is a much bigger job than previously suggested and will need to be re-assessed at a later date.

## 2014/85 Footpaths

A concrete handrail and work on a gate have been completed by County. The closed footpath at Penny's Mead is still ongoing. Councillors have done some strimming at Brook Green, Frost Lane and Cad Road. A Councillor noted farmyard slurry going into a ditch which fed into Cad Brook. The Environment Agency were informed and this has now been cleared up.

## **2014/86 Cemetery / Churchyard**

- (a) Walk around the Churchyard - Councillors met at 7 p.m. this evening to walk around the Churchyard to assess any work that may be required. Generally the Churchyard is looking very neat. A number of the headstones are leaning although they are not loose. The Clerk was asked to seek advice as to the best way to deal with them.  
**ACTION - The Clerk**
- (b) There are a number of graves in the Cemetery which are sinking. If they are recent graves the gravedigger will come back but if they are older either the families or the Council will need to do the work.
- (c) The laurels do not seem to have been replanted although some of the original ones are re-growing.
- (d) Councillors were asked to inform the Clerk when they walk around the Cemetery or Churchyard and to note any problems. The Clerk will keep a log of visits.  
**ACTION - Churchyard / Cemetery Officers**

## **2014/87 Recreation Ground**

- (a) The grass in the Recreation Ground has not been cut well.
- (b) The latest inspection reports show that the wet pour is beginning to break up on the surface under the Cone Climber (the new roundabout).  
**ACTION - Recreation Field Officer**
- (c) A resident has complained that their wooden fence is being broken. The wire fence at this point is badly damaged. The Council's contractor will be asked to do a temporary repair. A quote has been requested from a company who supply 6' high anti-scale fencing.  
**ACTION - The Recreation Field Officer / The Clerk**

## **2014/88 Recreational Development / Playing Field**

The planning application has gone in. Discussions are ongoing about the facilities in the new Playing Field.

Access into the field for the temporary football pitch has required the removal of rubble from beside the cricket pitch behind the village hall. Quotes were being sourced for the work and one quote had been received from Simply Diggers. Some members of the village hall committee requested that the work was done immediately by Simply Diggers who wrongly assumed that this had been authorised by the Parish Council. The work was carried out on Bank Holiday Monday.

Councillors expressed concern about the apparent conflict of interest because the owner of Simply Diggers is a Parish Councillor. In the circumstances three quotes should have been considered with the Council choosing the best value for money. Concern was also expressed about members of the village hall committee directly asking for non-emergency work, for which the Parish Council had assumed responsibility, to be done immediately.

The work was not an emergency since the rubble had been there for a long time. However Simply Diggers had carried out the work in good faith believing that it had been authorised by the Council. Councillors agreed that the work was well done in accordance with the quote and should be paid for. Under the circumstances the Clerk authorised the payment of the work under section 10.3 of the Financial Regulations on the basis that it had been intended to get three quotes but that the work carried out was done in good faith and represents good value to the Council.

Councillors were reminded that in future any work carried out on behalf of the Parish Council should be properly authorised. Councillors also asked that a message be passed back to the village hall committee that in the future any requests for work need to go through the Clerk and be put on the agenda unless it is a real emergency.

#### **2014/89          Planning Applications**

- (a)    App No:        14/01825/LBC  
      Proposal:     Demolition of existing single storey lean-to extension and erection of a two storey extension to dwelling  
      Location:     Ye Olde Well Cottage, Cad Road, Ilton

Ilton Parish Council considered the above application and have no objections.

- (b)    App No:        14/00601/FUL  
      Proposals:    Erection of replacement dwellinghouse and demolition of existing cottage  
      Location:     Merrifield Cottage, Merryfield Lane

This application has been approved. Councillors had raised a query about the access road and whether this is a public right of way because it has been used for many years by walkers. A letter to the Council states that *"there is no official right of way across the site other than the portion of highway which ends at the existing cottage. The applicant has undertaken to take the necessary steps to regularise the use of this portion of the highway and the issue of a gate as necessary ... The applicant's attention has been drawn to your concerns ..."*

#### **2014/90          Correspondence**

- (a)    Invitation to South Somerset Housing Fair circulated by email.
- (b)    Playdates for summer 2014.
- (c)    Yarlington have garages to rent - placed on the notice board - it was noted that there are no garages to rent in Ilton.
- (d)    Newsletter from Police Commissioner.

#### **2014/91          Accounts**

- (a)    Accounts were distributed last month. These were agreed and signed by the Chairman.
- (b)    The Internal Audit has been carried out and no problems have been reported.
- (c)    The External Audit form and Annual Governance Statement were signed.
- (d)    The precept of £16,600, which includes the Council Tax Support Grant, has been received.
- (e)    A cheque for £350 towards the cost of the Bug Farm at Brook Green was received from the County Council Health & Wellbeing Fund.
- (f)    Balances as at 31/4/2014 were Treasurers Account = £17,743.27 / 30 Day Account = £38,587.26.
- (g)    The following cheques are to be drawn:

000775 - £667.99 - Aon Insurance UK Ltd  
000776 - £25.44 - Admin Expenses  
000777 - £146.78 - Salary  
000778 - £450.00 - Simply Diggers - removal of rubble re new playing field  
000779 - £10.19 - Expenses

#### **2014/92 Matters and items to report**

- (a) It was noted that the Police Station in Somerton will close and alternative accommodation is being sought.
- (b) Small improvements schemes are being considered to prevent future flooding.
- (c) It was noted that residents are responsible for the verges outside their property. Verges were previously cut by SSDC who no longer have the resources to do this on a regular basis. In September letters were delivered to most residents along Cad Road reminding them of their responsibilities. It was agreed to send letters again nearer the autumn.
- (d) A Councillor is working on a website to provide transport information across the area because the Travel line website is frequently inaccurate.
- (e) It was reported that there is debris left around the ford in Rod Lane.
- (f) The moss has been cleared from the seat at the corner of Merryfield Lane and it was noted that some of the timbers are soft. They will be coated with wood hardener to try to preserve them for a few more years.
- (g) The old chain on the gate will be cut off.
- (h) A resident has written to the Officer In Charge at Merryfield Airfield to complain about cyclists who use the Airfield for training once a week and take part in races. Cyclists come 2 or 3 abreast very fast around corners and do not take enough care of other road users. The Clerk had also received a phone call from the Taunton Vale Cycle Race Association who run the training sessions and the races. The Association are keen to work with the Parish Council to reduce local concerns. No direct complaint has been received by the Parish Council. Councillors did express some concern about the speed of the cyclists and felt that races should be properly marshalled. The Clerk was asked to report back to the Association. **ACTION - The Clerk**

#### **2014/93 Next Ordinary Meeting of the Parish Council**

The next ordinary meeting of the Parish Council will be on Tuesday 10th June 2014 7.30 p.m. at Merryfield Hall

The meeting finished at 11.00 p.m.

David Amor - Chairman